

MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: Locking & unlocking doors	
Policy Number: STP 11	Standards/Statutes: ARM 37.27.120
Effective Date: 01/01/02	Page 1 of 2

PURPOSE: To ensure a secure facility

POLICY: To provide a regular schedule for the locking and unlocking of MCDC access doors.

PROCEDURE:

I. It is the responsibilities of the afternoon shift charge nurse to ensure the following doors are locked at approximately 4:00 p.m. each weekday. The nurse in charge has keys for doors on the key ring that is passed on at each shift change. Each staff member has been issued a key for the first floor stairwell doors. Exterior doors are kept locked on the weekends.

- A. First floor north and south stairwell doors
- B. Main entrance door leading into building
- C. Exterior exit door located at south end of first floor.
- D. Exterior doors are kept locked on the weekends.

II. Night shift will be responsible for unlocking main entrance door at approximately 6:30 a.m. each morning. The first floor south end exterior exit door will remain locked.

III. Night shift treatment specialist are to make security checks of the building at least 2-3 times per shift checking to assure that appropriate doors are secured and no unauthorized entry has occurred.

IV. When a unlocked door is discovered on security check and the door is not the responsibility of MCDC, but rather the responsibility of BCC call BCC

V. @ 723-6556 and inform them of the unlocked door. It is then their responsibility to secure that door.

Revisions: _____

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Title Date

Approved By: _____ 01/01/02
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